

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

Foreclosure Mediation Program

**Administrative Assistant / Customer Service Representative
Position # 0007**

Under the direction of the Foreclosure Mediation Program Deputy Director, this position provides administrative support to the Foreclosure Mediation Program staff as needed. The incumbent is responsible for a broad variety of clerical, secretarial and administrative support duties. Typical duties include maintaining records and files; composing and editing correspondence; data entry; typing and word processing; answering telephones and relaying information; duplicating and distributing materials; preparing for meetings and taking minutes; stocking supplies and equipment; reviewing and processing forms and other documents; assists in tracking Foreclosure Mediation issues; review confidential documents, input data, and prepare reports; operating office equipment such as copiers, telephone systems, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; and performs related duties as assigned. The incumbent may be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary. **This position is located in Las Vegas.**

Education and Experience: Graduation from high school or equivalent education and one to three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel claims and budgeting forms; and assisting staff and management with projects and activities; OR an equivalent combination of education and experience.

Salary Range: \$26,747 - \$32,698 DOE, employee/employer paid retirement.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: adminassistfmp@nvcourts.nv.gov
- via fax to: (775) 684-1777
- hand delivered to: Regional Justice Center, 200 Lewis Ave., 17th Floor, Las Vegas, Nevada

The deadline to submit applications is Friday, October 11, 2013. Applications received after 5:00 p.m., will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.